FARMING FOR THE FUTURE

TERMS OF REFERENCE

Agricultural Research Council of Alberta

1984

Alberta
AGRICULTURE

FARMING FOR THE FUTURE

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Revised

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FARMING FOR THE FUTURE

Farming for the Future is a commitment by
the Alberta Government of funds from the
Heritage Savings Trust Fund to agricultural
research to improve net farm income and
the long-term viability of agriculture in the Province

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FARMING FOR THE FUTURE

Agricultural Research Council of Alberta

1. Objectives of Farming for the Future
   a. Improvement of the long-term viability of agriculture.
   b. Improvement of net farm income.
2. Function
   The Agricultural Research Council of Alberta (ARCA) as established by the Minister of Agriculture, Government of Alberta, to advise the Minister on the operation of Farming for the Future shall:
   a. Provide a forum for discussion of policy and program areas of relevance to Alberta's agricultural research needs.
   b. Ensure:
      (i) that existing programs are augmented and complemented in a manner consistent with increases in agricultural productivity,
      (ii) that emphasis is placed on co-ordination and effective transfer of new information to the agricultural community,
      (iii) maximization of use of existing research capabilities and facilities,
      (iv) continued support for research from industry and farm organizations,
      (v) development of a private sector capability in agricultural research in Alberta.
   c. Identify priorities and needs to ensure that the necessary planning is developed for continuity and expansion of agricultural research to meet the needs of Alberta's agricultural communities.
3. Membership of the Agricultural Research Council of Alberta
   a. Membership of the Agricultural Research Council of Alberta shall consist of:
      The Minister of Agriculture -- Chairman,
      The Deputy Minister of Agriculture -- Vice-Chairman,
      Seven active producers from across Alberta, invited by the Minister,
      A representative of the University of Alberta,

A representative of the Alberta Research Council,
A member of the Alberta Department of Agriculture -- Secretary,
A member of the Legislative Assembly,
A representative of Agriculture Canada research stations,
The Chairman of the Alberta Irrigation Council.

b. An Executive Committee with authority to act on behalf of the Agricultural Research Council of Alberta shall consist of:
The Minister of Agriculture -- Chairman,
The Deputy Minister of Agriculture -- Vice-Chairman,
That producer member of Council most appropriate to the subject matter under consideration,
A member of the Legislative Assembly,
A representative of the University of Alberta,
A member of the Alberta Department of Agriculture -- Secretary.

c. A quorum of the Agricultural Research Council of Alberta shall consist of a majority of members.

d. Substitution or delegation of membership is not permitted.

e. A member's term of office shall be at pleasure.

(i) The term of office for producer members shall not exceed three years and no more than one extension of three years shall be allowed.

(ii) The term of office for representatives of Agriculture Canada, the University of Alberta, and the Alberta Research Council shall be determined through consultation between the Secretary of the Agricultural Research Council of Alberta and the agency concerned.

4. Administrative Support

The Research Division of the Alberta Department of Agriculture shall provide all administrative services required in support of Farming for the Future. In this role, the Division, in consultation with the Secretary of the Agricultural Research Council of Alberta, shall:

a. Establish such procedures as necessary to effectively and efficiently administer the program.

b. Ensure research priorities are brought to Council for consideration.

c. Conduct on-site inspection and provide objective evaluation of research projects for consideration by the program committees and Council.

d. Obtain expert opinion and review of any proposal submitted to Farming for the Future.

e. Disseminate in an effective and efficient manner significant technological information resulting from Farming for the Future projects.

5. Agricultural Research Council of Alberta Guidelines

a. Definition of Terms

(i) Research essentially means any scientific inquiry directed toward the production of new knowledge, the solution of problems, the generation of new technology from an existing body of knowledge or creation of new systems, processes or products.

(ii) Demonstration is the process of illustrating or explaining to potential users the results of a successfully tested technology.

b. The Agricultural Research Council of Alberta provides financial assistance to program areas for the conduct of studies and demonstration projects having the potential to lead to increased agricultural productivity and to improved long-term viability of agriculture in Alberta.

c. Proposals for program support shall be reviewed by such committees as are necessary to the performance of the Agricultural Research Council of Alberta's function, and will be judged on:

(i) the significance of the proposal to the advancement of Alberta's agricultural industry and the improvement of the industry's competitive advantage,

(ii) the soundness and completeness of the experimental design,

(iii) the "track record" of the project manager as indicated through experience and demonstrated capability in the area of the project proposal,

(iv) the competence and productivity of the researcher(s) over the preceding three years as demonstrated by scientific articles in refereed journals being published in the discipline entailed in the proposed research,

(v) the size, duration and cost of the project, and

(vi) the organizational capability and commitment of the applicant(s) to complete the project.

d. The Agricultural Research Council of Alberta may form such program committees as are necessary to assess, review and recommend projects within specific program areas.

e. Program committees may establish such policies and assign such functions to other groups, agencies or institutions as are necessary to their operation, subject to ratification by the Agricultural Research Council of Alberta.

f. Program committees shall ensure that review of each proposal directed to their area of concern is carried out, and that recommendations for action are made to the Agricultural Research Council of Alberta prior to any approval, expressed or implied.

g. The Alberta Department of Agriculture shall provide secretarial/clerical assistance as required by the program committees.

h. The Agricultural Research Council of Alberta will meet when called by the Council's Chairman to consider proposals and recommendations and to review ongoing and completed programs and projects.

i. Discussions and decisions of the Agricultural Research Council of Alberta are confidential unless otherwise defined and may be subject to review by the Executive Council, Government of Alberta. Applicants will be notified in writing by the Council's Secretary within 30 days of decisions regarding proposals.

j. Developments, benefits, information, inventions, methods and processes conceived or developed or first actually reduced to practice under this program shall be the property of the Crown unless otherwise designated.

l. Funding

(i) On approval of a project, the Secretary of the Agricultural Research Council of Alberta, in consultation with the Research Division, Alberta Department of Agriculture, shall establish such mechanisms as are necessary for payment of expenses incurred by that project.

(ii) All awards are made under the Alberta Department of Agriculture Act and Alberta Agriculture Grant Regulations and hence are subject to audit.

(iii) Expenditures over and above funds awarded for a project approved by the Agricultural Research Council of Alberta are the responsibility of the project manager.

(iv) Funds awarded by the Agricultural Research Council of Alberta are made only with the consent of, and may only be utilized at, that agency, institution, firm or organization named in the award.

(v) Awards will normally be made for a twelve month period although they may be made for longer periods at the discretion of the Agricultural Research Council of Alberta.

(vi) The project manager and/or his employing institution shall:

(a) keep statements, invoices, accounts, receipts and other records of the costs and expenses incurred by the project, including all payroll records and time sheets, and any other documents relating to such project costs and expenses, and

(b) on demand, produce to the Secretary of the Agricultural Research Council of Alberta, Research Division of the Alberta Department of Agriculture, Auditor General and/or Provincial Treasurer every account, record or other document referred to in clause (a) above and permit the Secretary, Research Division, Auditor General and/or Provincial Treasurer to examine, audit and take copies and extracts from such accounts, records or documents.

(vii) The Secretary of the Agricultural Research Council of Alberta and the Research Division, Alberta Department of Agriculture, shall, upon request, at all reasonable times have access to any land, buildings, or facilities where a

project manager is conducting his research project or where he keeps any documents referred to in clause vii(a) above.

6. Farming for the Future Funding Programs

a. Research Program

(i) Objectives

(a) To fund research projects that have the potential to increase net farm income and to improve the long-term viability of agriculture in Alberta.

(b) To augment and complement existing research efforts.

(ii) Proposals Considered for Funding

(a) Unsolicited Proposals

The annual deadline for submission of unsolicited proposals is November 1st. Funds for approved projects will be disbursed in the subsequent fiscal year. Where duplication with current research is evident or where Farming for the Future funds will be used to replace or supplement current funding, the applicant should identify the reasons for submitting a proposal.

(b) Solicited Proposals

On direction of the Agricultural Research Council of Alberta, the Secretary of the Council or the Research Division, Alberta Department of Agriculture, shall request proposals for specific research programs either directly from the scientific/professional group involved or through advertisement. After review of these proposals, a recommendation from the Research Division shall be forwarded to the Council for decision.

(c) All proposals submitted to Farming for the Future should be directed to the Secretary of the Agricultural Research Council of Alberta.

(d) The Secretary of the Agricultural Research Council of Alberta shall acknowledge receipt of each proposal and forward it to the appropriate program committee(s) for review and recommendation.

(iii) Program Committees and Review Procedures

(a) Program committees based on broad commodity groups shall review those research proposals in their commodity areas and such other proposals as are deemed appropriate.

(b) The Chairman of a program committee shall be drawn from the membership of the Agricultural Research Council of Alberta.

(c) Producer members of a program committee shall be nominated by the Chairman of that program committee within the guidelines stipulated in (d) below, subject to ratification by the Agricultural Research Council of Alberta. The term of office for producer members shall not exceed three years.

(d) The following shall be represented on a program committee:
The Alberta Research Council, where appropriate,
Agriculture Canada,
The University of Alberta and, where appropriate,
The Western College of Veterinary Medicine,
A member of the Alberta Department of Agriculture,
A member of the Research Division, Alberta Department of Agriculture, who shall be, ex officio, a member of all program committees, and
An equal number of producers active in the area of concern to the program committee.

(e) Program committee membership shall not exceed eleven; however, the program committees shall have the power to add such scientific and expert observers or participants to their discussions as deemed necessary.

(f) In order that proposals be reviewed in an unbiased, impartial atmosphere and to avoid conflict of interest, a member of a program committee whose personal proposal or a proposal in which he is a collaborator is being discussed will, at the request of the program committee Chairman, absent himself from the meeting until the discussion and voting on that proposal are completed.

(g) The recommendations of the program committees and/or the opinions of those experts as requested by the Research Division, Alberta Department of Agriculture shall be forwarded to the Agricultural Research Council of Alberta for final review and decision.

b. On-Farm Demonstration Program

(i) Objectives

The prime objective of the On-Farm Demonstration Program is to provide financial support for on-farm projects that can demonstrate the suitability and adaptability of innovative farm technology in a given district or region.

Other objectives are:

(a) to involve producers in the testing and demonstration of innovative farm technology,

(b) to accelerate the rate of technology transfer from researchers to producers,

(c) to reinforce the Alberta Department of Agriculture's extension and technology transfer roles,

(d) to foster a closer working relationship between Department staff, producers and agricultural scientists,

(e) to provide greater opportunities for Department staff to increase their awareness of research advances and producer needs.

(ii) Proposals Considered for Funding

(a) To be eligible, project proposals should relate to the demonstration and technology transfer needs of Alberta's agricultural industry.

(b) To qualify under this program, a project proposal must be developed by a team consisting of a local producer or representative of a farm organization, a staff member of Alberta Agriculture, or a research scientist or other specialists or experts as required.

(c) Project proposals should have regional or district-wide significance.

(d) All proposals should be directed to the appropriate regional review committee through a district agriculturist, home economist or Alberta Department of Agriculture specialist.

(iii) Review Committees and Procedures

(a) Each Alberta Department of Agriculture region shall have a regional review committee composed of a majority of producers appointed by the Minister and not more than four Alberta Department of Agriculture staff appointed by the Regional Director.

(b) Membership on each review committee shall not exceed eleven; however, review committees shall have the power to add such observers or participants to their discussions as deemed necessary.

(c) The Regional Director shall serve as the non-voting Chairman of the review committee.

(d) The review committee recommendations will be forwarded to the Secretary of the Agricultural Research Council of Alberta for final review and decision.

7. Reports

a. Progress Reports

(i) Research Program

(a) An annual progress report must be submitted for all in-progress research projects by December 1. (In the case where the researcher wishes to apply for continuation of funding, an updated application should be submitted by November 1.)

The report should include:

<u>Text</u>

Brief descriptions of:

- Purpose and objectives of the project
- Methodology and experimental design
- Work completed so far in current fiscal year of project
- Work to be completed to end of current fiscal year

- Brief description of work to be undertaken in the next fiscal year, if applying for renewal of funding
- List of current publications emanating from the study.

Statement of Expenditure

Expenditure of current award to date of submission of the report and projected expenditure of funds remaining for the current fiscal year.

List of Equipment

List purchases from current award. Note equipment name and description, serial number, purchase price, date ordered and received.

(ii) On-Farm Demonstration Program

(a) If a demonstration project requires more than one year of funding, a progress report and an updated application must be submitted to the Regional Review Committee upon expiry of the co-operator's first year co-operative agreement. Co-operative agreements expire one year after the date that the Minister or his designate signs the agreement.

(b) A progress report must be accompanied by a complete statement of expenditure verified by the district agriculturist, home economist, Alberta Department of Agriculture specialist or project coordinator.

b. Final Report

(i) The following reports are required of all completed (or terminated) projects supported by Farming for the Future:

(a) An abstract of not more than 500 words, written in lay language, outlining the major observations and conclusions of the project.

(b) A comprehensive and detailed technical report which:

- defines the nature and scope of the problem,
- outlines the objectives of the project,
- discusses the experimental design and analytical approaches employed,
- lucidly presents, explains and interprets the results,
- draws appropriate and warranted conclusions, and

- describes the implications of the conclusions for the improvement of Alberta's agricultural industry or the advancement of the agricultural sciences.

Under the Research Program, this report should follow the format and specifications outlined in "Farming for the Future Research Program Final Report Guidelines" (see Appendix A, P.12).

(c) A brief, non-technical report, if requested, outlining specific practical recommendations for producers or extension personnel.

(ii) A complete statement of expenditure for the duration of the project must accompany all final reports. (In the case of an On-Farm Demonstration Program project, the statement must be verified by the project coordinator, district agriculturist, home economist or Alberta Department of Agriculture specialist). Unutilized funds remaining after the completion or termination of a project must be returned to Farming for the Future within six months of completion or termination of the project. Refund cheques must be made out to the Provincial Treasurer, Government of Alberta.

(iii) A complete inventory of equipment purchased with Farming for the Future funds during the length of the project.

(iv) The Agricultural Research Council of Alberta reserves the right to disseminate all research information acquired under Farming for the Future.

8. Acknowledgment of Farming for the Future Support

As a condition of acceptance of funding, the project manager agrees to recognize Farming for the Future as the source of research funds through displaying appropriate signs at the project site, recognition in scientific publications, recognition in popular press and "in-house" institutional publications, and through mention at appropriate public presentations.

9. Farming for the Future Annual Report

An annual report detailing the activities of Farming for the Future will be prepared by the Secretary and released by the Chairman of the Agricultural Research Council of Alberta.

APPENDIX A

RESEARCH PROGRAM FINAL REPORT GUIDELINES

1. TEXT

Final technical and non-technical reports should be arranged in the following order:

a. Title Page
   - Farming for the Future project number
   - project title
   - project manager
   - author(s) of the report, if more than or other than project manager
   - agency where research was conducted (or agencies, in the case of an inter-agency joint project)
   - date of submission of report

b. Table of Contents

c. List of Figures (graphs, maps, photos, etc.)

d. List of Tables

e. Acknowledgements

f. Abstract
   - not longer than 500 words
   - in lay language, outlining major observations and conclusions of the project

g. Text

   (i) Introductory Portion
   - define nature and scope of the problem
   - outline background and objectives of the project

   (ii) Experimental Design Portion
   - concisely and completely describe experimental design, methods and analytical approaches used

   (iii) Results Portion
   - describe and interpret results

   (iv) Conclusion and Discussion Portion
   - outline conclusions based on results
   - describe the implications of the conclusions with regards to the improvement of Alberta's agricultural industry and/or the advancement of agricultural knowledge

h. Appendices (if any)

i. Bibliography (if appropriate)

j. List of Publications Emanating from the Project (supply copies of listed articles as a separate package)

k. Biographical Data of Primary Researchers on Project (confine to 1 page/person)

l. Statement of Expenditure

Provide a statement for each fiscal year an award was granted. Explain reasons for transferring funds between budget categories (e.g., being awarded $5,000 for materials and supplies and using $2,000 of that money to pay a technician's wages).

m. Equipment Inventory

List all equipment purchased with Farming for the Future funds. Give description, serial number, purchase price, date ordered and received, and present location of equipment. Equipment is considered to be an item of tangible property purchased with Farming for the Future funds, costing in excess of $500 and having a life expectancy of over one year.

NOTE: An non-technical report should briefly discuss the same points presented in the technical report but should be written in lay language. It should also outline specific applications of the research for producers and/or extension personnel.

2. DOCUMENT SPECIFICATIONS

Use one type of good quality paper throughout the report. An attempt should be made to use 8½" x 11" paper for the entire report. Type on one side of the paper only. The text should be double spaced and the pages numbered. Footnotes, the bibliography and appendices can be single spaced. Margins should generally be kept to 1 inch on the top, right and bottom margins and 1½ inches on the left margin. Tables and figures (graphics, maps, photographs, etc.) should be titled and numbered. If possible, graphics and maps should be black and white rather than colored. Dry mounting of photographs is recommended. Please retain the negatives of pictures used in final reports as they may be requested for use in Farming for the Future publications.

Photo-reduce charts, graphs, maps, computer printouts, etc. that are larger than the standard 8½" x 11" page, unless reduction results in an unreadable product.

3. BINDING SPECIFICATIONS FOR FINAL REPORTS

Two copies of the technical (and non-technical, if requested) report are to be submitted at the end of the project. ONE COPY SHOULD BE BOUND AND ONE COPY SHOULD SIMPLY BE CLIPPED TOGETHER. Reports should be bound at a bindery or coil bound (cerloxed), if at all possible. Durable binding material should be used. Both hard and soft covers are acceptable. On the spine of the bound copy, please have the following information: 1. Farming for the Future project number, 2. Short title of the project, 3. Project manager's surname.

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